



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

**STAFF SERVICES ANALYST *or*
ASSOCIATE GOVERNMENTAL PROGRAM ANALYST
\$2,507 - \$3,957/\$3,915 - \$4,759
SPECIAL INVESTIGATIVE UNIT PROGRAM - FRAUD DIVISION
(Multiple Positions)
SACRAMENTO**

RESPONSIBILITIES: Under the direction of the Staff Services Manager I, the Special Investigative Inspection and Training Unit (SIU) Program Analyst works as part of the Special Investigative Inspection and Training Unit. The SIU Program Analyst conducts audits and reviews statistical data to inspect insurance industry Special Investigative Units to assure compliance with the California Code of Regulation and the California Insurance Code.

DESIRABLE QUALIFICATIONS:

- Experience in conducting compliance audits;
- Possession of sharp analytical and report writing skills;
- Knowledge of the California Code of Regulations, the California Insurance Code and the Fair Claims Settlement Practices Act sections pertaining to Special Investigative Units;
- Strong public relations and communications skills;
- Ability to maintain and foster a harmonious working relationship with insurance industry personnel in the performance of duties;
- Willingness to travel extensively both in-state and also out-of-state.

WHO MAY APPLY: Applications will be accepted from current state employees at the Staff Services Analyst/Associate Governmental Program Analyst level or within transfer range, or from persons with list eligibility. Training and Development Assignments may be considered for certain classifications only if necessitated for recruitment purposes. SROA and surplus candidates are encouraged to apply. All applications will be reviewed, however, only the most qualified candidates will be interviewed. *Applicants must clearly indicate basis of their eligibility, including SROA, surplus, reemployment status, list eligibility, transfer, or Training and Development assignment on the State application.*

APPLICATION PROCEDURE: Send a completed standard State of California application to Christen Ko, Department of Insurance, Human Resources Management, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate "SIU SSA #413-176-5157-SIU or SIU AGPA, #413-176-5393-SIU" on the State application.** For additional information, please call (916) 492-3411.

FINAL FILING DATE: JUNE 4, 2001, OR UNTIL FILLED

NOTE: Interested individuals, including list eligibles, must submit applications in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

tc5/24/2001